

## Project EASIER Q & A Fall 2006

### Frequently Asked Questions:

#### 1. Why do we do this??

- AYP
- CTE
- Working on system of transmitting electronic transcripts
- Eventually Project EASIER data will be used to pre-populate fields for Certified Enrollment
- Data used for annual Condition of Ed
- Numerous federal and state reports (e.g., NCLB)
- Certified data can be used by local districts/communities for grant writing...
- Job security for consultants

#### 2. What students are to be included in my EASIER file?

- All active, non-graduate students in all buildings from spring 2006 including (but not limited to):
  - transferred
  - expelled
  - dropouts
- Open enrolled out, tuitioned-out, and whole-grade sharing out students are optional
- All students must have accurate enrollment/exit codes - in turn must have accurate resident/attending district numbers

#### 3. What is BEDS versus Project EASIER?

- BEDS is on-screen data entry at the district and building level - including staff info.  
BEDS site opened **September 1** and the deadline for certification is **October 13**
- Project EASIER is the electronic file transmission of student level data -  
Site currently open for testing - Actual time frame for file transmission October 3 through November 3
- Separate certification processes!

## Project EASIER Process, Fall 2006

### 1. Data Entry/Update in SIS

- With few exceptions, student enrollment expected for all buildings included in Educational Directory - including alternative schools and preschools
- Directory also dictates grade level span
- "Fall elements" versus "Spring elements" and this year "Winter elements"  
e.g. Note that curriculum records and suspension/expulsion records are being filtered out in fall prior to validation checks. Curriculum checks will be done in the winter upload, and suspensions/expulsions are included in the spring -  
RESULT - what makes it through validation checks in fall may not automatically make it in spring/winter
- Note new enrollment and exit codes

#### HELPFUL HINTS:

- a. Children born to US military parents overseas are NOT immigrants
- b. Foreign exchange students are NOT immigrants but should be given proper enrollment code

### 2. File Extraction from SIS

- Count day/as of date for fall file extraction is 10/02/2006

#### HELPFUL HINTS:

- a. Make sure you are working from the certified version of your software!
- b. Give file meaningful name (ie., district\_building name/number\_f06...)

### 3. Errors and Warnings

- Refer to validation check document for info on what error messages mean also note that "non-seasonal" checks are not activated, so be prepared for possibility of getting errors in spring that you did not get in fall without making any changes to that student's record.
- New data elements = new validation checks (e.g., KLA, enrollment sequencing)
- Enrollment errors now allow you to change enrollment codes AND resident/attending district.
- New look to enrollment record errors - checking sequence numbering matching sequence of dates - - want sequence of events, not necessarily sequence of data entry

#### HELPFUL HINTS:

- a. View Summary Table prior to getting into errors - may find out not all students in file, TAG not indicated, etc. Note: Enrollment records should outnumber student records
- b. Print off display of errors/warnings - make note of all corrections made on EASIER screen (and on Modify Student pages) on printout to ensure same changes get made to SIS
- c. Make on-screen changes/modifications separately from "Modify Student Records" based on differences in saving new values. Use modify student record page with caution - safe bet that unless you get a screen detailing changes made to student record after "submit" - changes not made
- d. Need to repeat data validation for both types of changes

#### 4. Continue to Next Step - File Summary Page

- Make sure Active student count is accurate AND that inactive students (transferred, dropouts, etc) students are included in file
- Modifications to enrollment records
- Tables no longer include "All Students" - but still have access to change indicators for all active students (EXP: TAG - shows 'Y' and 'N' - can easily change)
- Quick View - - Note difference between "all active students" and "active students with enrollment codes of ..."

##### HELPFUL HINTS:

- a. Print off Quick View table and check it against the district certification page once all files approved - - the numbers should match! If not - we need to know so we can fix programming accordingly.

#### 5. Approve File

- Approves file to be used for district certification

##### HELPFUL HINTS:

- a. Have option of viewing/printing changes made to file
- b. Approving file is NOT same as Certifying file - -  
Files are approved, districts are certified

## 6. Certify District

- New look to certification page
- No modifications allowed on certification page - file must be "rolled back" via the Edit option on file table
- "Verify data" gives notice of significant changes from last year's data
- New addition of printer-friendly reports